

**Commercial Activities in City Facilities****1.6.5****PURPOSE**

To establish the administrative policy and procedures relating to commercial activities in City facilities during work hours.

**ADMINISTRATIVE POLICY**

It is the administrative policy of the City that lotteries, raffles, and sports betting/gambling is strictly prohibited. Both profit-making activities and fund-raising activities are permitted under certain circumstances. Non-profit solicitations are permitted provided they do not interfere with City interests.

**POLICY****1. COMMERCIAL ACTIVITIES IN CITY FACILITIES****A. Profit-Making Activities**

Commercial activities, including solicitations, displays, and other offers of merchandise or services, which are designed to generate profit or personal gain are prohibited in City facilities unless the facility is normally made available for such functions and the activity is authorized by appropriate permit, license, or agreement.

**B. Fund-Raising Activities**

Functions designed to raise funds for charitable purposes may be conducted in City facilities under the following circumstances:

- a. The charitable purpose is associated with the City (i.e., a department's employee recognition fund);
- b. The function is conducted in such a manner as to not interfere with normal working hours and routines (i.e., does not require the employee to take time away from performing normal work duties); and
- c. Approval has been obtained by the sponsors of the fund-raising from the employee's department head; or
- d. The facility is normally made available for such functions and the activity is authorized by appropriate permit, license, or agreement.

**C. Non-Profit Solicitations**

Solicitations for charitable/non-profit purposes are permitted among City employees if conducted in such a manner as to not interfere with normal working hours and routines.

**Commercial Activities in City Facilities****1.6.5****2. LOTTERIES AND RAFFLES**

State law prohibits the conduct of a lottery or a raffle whereby any property is disposed of by chance and for which the players are asked to pay some amount. Regardless of the worthiness of a cause or the good intentions of City employees, they are prohibited from conducting lotteries and raffles.

**3. GAMBLING/SPORTS BETTING**

City employees are advised that any wagering system connected with sports betting, such as football and baseball "pools," or the possession of any card or marker for such wager, is a criminal offense punishable by state law.

**PROCEDURES****Profit-Making Activities**

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|---------------------|---|
| Employee            | 1. Obtain appropriate permit license, or agreement for commercial profit-making activity to be held during work hours.                                |
|                     | 2. Request reservation for use of City facility from manager of City facility.  |
| Facility Manager    | 3. Grants reservation if employee's permit, license, or agreement is in order <u>and</u> the facility is normally made available for such a function. |
| Employee            | 4. Requests necessary leave from Department Director to conduct profit making activity.   |
| Department Director | 5. Approves or denies requested leave per normal Department policy.   |

**Fund-Raising Activities**

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| Employee        | 1. Requests approval from Department Director for proposed profit-making activity to be held in City facility during work hours. |
| Department Head | 2. Determines that proposed fund-raising activity is for a charitable purpose associated with the City.                          |
|                 | 3. Determines that function is conducted in such a manner as to not interfere with normal City working hours and routines.       |
|                 | 4. Approves/disapproves fund-raising activities by employees.  |

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| Employee         | 5. If activity is approved, obtain appropriate permit, license, or agreement for fund-raising activity to be held during work hours.           |
|                  | 6. Requests reservation for use of City facility from manager of facility.   |
| Facility Manager | 7. Grants reservation if employee's permit, license, or agreement is in order and the facility is normally made available for such a function. |

**Non-Profit Solicitations**

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| Employee | 1. May conduct solicitation for charitable/non-profit purpose among City employees if conducted in such a manner as to not interfere with normal working hours and routines. |
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Approved:

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/s/ Christine Shippey  
Assistant City Manager

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5/13/2008  
Date